



MISSOURI DEPARTMENT OF REVENUE
CUSTOMER SERVICES DIVISION - RECORD SALES
PO BOX 2167
JEFFERSON CITY MO 65105-2167
REQUEST FOR INFORMATION

FORM
1745
(REV. 08-2008)

PHONE: (573) 751-4300
FAX: (573) 526-7367

REQUESTOR INFORMATION

NAME		
ADDRESS		
CITY	STATE	ZIP
PHONE NUMBER ()	FAX NUMBER ()	SECURITY ACCESS CODE (IF APPLICABLE)

SUBJECT INFORMATION

NAME AS IT APPEARS ON SUBJECT'S CURRENT MISSOURI DRIVER LICENSE/RECORD		MISSOURI CLASSIFIED LICENSE NUMBER
ADDRESS AS IT APPEARS ON SUBJECT'S CURRENT MISSOURI DRIVER LICENSE/RECORD		SUBJECT'S DATE OF BIRTH
CITY	STATE	ZIP CODE

RECORD(S) REQUESTED

I HEREBY REQUEST THE FOLLOWING RECORD (PLEASE MARK THE APPROPRIATE BOX(ES):

- | | |
|--|--|
| <input type="checkbox"/> DRIVER RECORD* | <input type="checkbox"/> IMAGE PORTFOLIO (LICENSE PHOTO) |
| <input type="checkbox"/> CASE HISTORY*
A CASE HISTORY CONSISTS OF ANY OPEN CASE OR ANY
REINSTATEMENT OR TERMINATION CASE NOT LESS THAN
TWO YEARS OLD. | <input type="checkbox"/> HARDSHIP PACKAGE
A HARDSHIP PACKAGE CONSISTS OF A CERTIFIED DRIVER
RECORD AND A CERTIFIED SR-22. |
| <input type="checkbox"/> CASE DOCUMENT (SPECIFY)*
<input type="checkbox"/> REINSTATEMENT NOTICE
<input type="checkbox"/> SUSPENSION NOTICE
<input type="checkbox"/> CONVICTION (TICKET# _____)
<input type="checkbox"/> SR-22 | <input type="checkbox"/> OTHER (SPECIFY) _____

_____ |

*RECORDS MAY BE CERTIFIED

PLEASE SEND THE ABOVE RECORD(S) BY

☐ **MAIL** and/or ☐ **FAX (add \$0.50 per page faxed)** ☐ **CHECK IF CERTIFIED RECORD REQUESTED**

PAYMENT OPTIONS

Records can be obtained by walk-in, mail-in, fax, or e-mail request. The fee is **\$5.88 per record**. A convenience fee will be charged for credit/debit card transactions.

Walk In: DEBIT/CREDIT CARD (DISCOVER OR AMERICAN EXPRESS), CASH, CHECK, OR MONEY ORDER ACCEPTED.

Located at: CENTRAL OFFICE, HARRY S TRUMAN BUILDING, ROOM 470, 301 WEST HIGH STREET, JEFFERSON CITY, MISSOURI

Mail-In: CREDIT CARD (DISCOVER, VISA, AMERICAN EXPRESS, OR MASTERCARD), CHECK, OR MONEY ORDER ACCEPTED.

Mail request to: CUSTOMER SERVICES DIVISION - RECORD SALES, PO BOX 2167, JEFFERSON CITY, MISSOURI 65105-2167

Fax or E-mail: CREDIT CARD (DISCOVER, VISA, AMERICAN EXPRESS, OR MASTERCARD) ACCEPTED.

Fax request to: (573) 526-7367 or e-mail request to: dlrecords@dor.mo.gov

**NOTE: AMERICAN EXPRESS AND DISCOVER CREDIT CARDS CHARGE A 3% CONVENIENCE FEE.
DEBIT CARDS CHARGE A 2.5% CONVENIENCE FEE.**

If you are paying by credit/debit card you must provide the following:

NAME (AS IT APPEARS ON CARD)	CARD TYPE	CARD NUMBER	EXPIRATION DATE ____ / ____
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REQUESTOR'S NAME

REQUESTOR'S SIGNATURE

DATE
____ / ____ / ____

THE MISSOURI DEPARTMENT OF REVENUE MAY ELECTRONICALLY RESUBMIT CHECKS RETURNED FOR INSUFFICIENT OR UNCOLLECTED FUNDS